

MINUTES  
BOARD OF SUPERVISORS  
COUNTY OF YORK

Adjourned Meeting  
February 1, 2000

6:00 p.m.

Meeting Convened. An Adjourned Meeting of the York County Board of Supervisors was called to order at 6:02 p.m., Tuesday, February 1, 2000, in the Board Room, York County Finance Building, by Chairman Walter C. Zaremba.

Attendance. The following members of the Board of Supervisors were present: Walter C. Zaremba, Sheila S. Noll, Donald E. Wiggins, and James S. Burgett.

Melanie L. Rapp was absent.

Also in attendance were Daniel M. Stuck, County Administrator; and James E. Barnett, County Attorney.

**FISCAL YEAR 2001-2006 CAPITAL IMPROVEMENTS PROGRAM**

Mr. Stuck stated the Board begins the FY2001 budget process this evening with the Capital Improvements Program (CIP). He noted this is the 10<sup>th</sup> year that a six-year program has been developed, and that six years is about as far in the future as can be projected without getting too speculative. The County plan has not changed much from last year except for year six which is new. He spoke of the financial parameters within which the staff worked in order to keep from requiring a tax increase, while recognizing that the money being proposed for capital needs is not sufficient at the current time. Mr. Stuck indicated that staff was moving in the right direction of increasing this amount, and over time there will be an adequate amount programmed to replace County assets. Mr. Stuck then briefly reviewed the contents of the CIP document, noting changes in the makeup from the previous year.

Miss Rapp arrived at 6:12 p.m.

Mr. James O. McReynolds, Director of Financial and Management Services, explained the CIP funding module used to determine the available funding for any given year of the program. He reviewed with the Board members the funding availability for Fiscal Years 2001-2006.

Discussion followed regarding state funding for schools capital improvements and the projects to be undertaken from bond proceeds. In response to a concern from Mr. Wiggins regarding the possibility of a school board spending more than it had in revenue, Mr. Stuck explained York County's centralized system of accounting which insures that appropriations won't be exceeded.

Chairman Zaremba asked what the significance was of having an available fund balance at the end of this fiscal year of \$4.8 million versus a drop to \$777,000 in 2006.

Mr. McReynolds explained that over the six-year period the County's borrowings are well timed, and there will be sufficient funds to fund the CIP without having excess funds. As the County moves out beyond six years, that amount will go up because the County will probably plan additional borrowings for future projects.

Mr. Stuck encouraged the Board members to spend some time with the CIP document over the next week.

**REVIEW OF THE FISCAL YEAR 2000 (CURRENT) BUDGET**

Mr. Stuck explained that the review of the FY2000 budget will give the Board members an introduction for what they will be receiving in the proposed FY2001 budget.

Mr. McReynolds reviewed the current staffing and appropriation figures by activity.

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Chairman Zaremba asked if the information could be found on the Internet if the Board members wished to review the next tier of information on the budget.

Mr. Stuck indicated that during the budget process the information will be accessible on the Intranet.

Mr. McReynolds continued his review, showing staff levels, appropriations, and a breakdown of funding sources for the FY2000 budget.

Discussion followed concerning the distribution of user fees collected by the Clerk of Circuit Court's Office, staffing for the Clerk's office, and the levels at which the State Compensation Board funds the Constitutional Officers' positions. Discussion also took place on the administration of the Regional Jail budget by the Regional Jail Board and the status of the federal mandates concerning stormwater management.

Mr. Burgett noted that the Board looks carefully at the School Board's budget, and suggested that it look as carefully at the Industrial Development Authority's (IDA) budget. He stated he would like to see the IDA's line item budget.

Miss Rapp asked why the IDA's line item budget was not a part of the County's budget.

Mr. Stuck stated that in York County it had been decided many years ago that the IDA would be the economic development entity for the County. In many communities economic development is a department within the local government. He noted that a little less than \$300,000 of County funding goes to the IDA for its operating budget. About \$65,000-70,000 is the Board's contribution to the Peninsula Alliance for Economic Development, which is made through the IDA. Then there is about \$100,000 of which one-third goes into the IDA's incentive fund and two-thirds goes into the Board's incentive fund. Approximately \$130,000 goes to the Tourism and Convention Bureau for marketing, and a small contribution goes to the two Chambers of Commerce.

Chairman Zaremba indicated that he would also be interested in looking at the IDA's line item budget.

After Mr. McReynolds completed his presentation, Chairman Zaremba asked how the staff would be presenting the proposed budget to the Board members so that they could get a feel for a comparison by departments and divisions as to what is being requested and what is being recommended by the County Administrator.

Mr. Stuck indicated that staff plans to present the budget to the Board in the same way it has in the past. It has been staff's practice to present a budget document that provides the Board members with summary information and information on the past three years' approved budgets. Within a week after the budget is presented, Mr. Stuck stated the Board will receive a summary that provides the Board members with information about staffing over the past years, percentages of funding to the School Board, and the tax rates. He stated staff does not provide the Board members with the requests from every department, but it does provide the Board with information about what was funded in the past and the County Administrator's recommendations. He then explained the process staff follows in developing the recommended budget document after receiving parameters set by the County Administrator. Budget request documents are voluminous but can be provided to the Board if necessary.

Miss Rapp indicated her satisfaction with what Mr. Stuck proposed, stating she likes to see the big picture. She stated she would contact staff if she needed more detailed information.

Mrs. Noll and Mr. Burgett expressed their agreement with Miss Rapp.

Chairman Zaremba stated he wanted every member of the County staff, the School Division, and the Constitutional Officers to feel that they are full players in the budget process. He stated he personally thinks that what staff has submitted to the Board as described is good, but he would like to see what the Constitutional Officers submitted to the County Administrator because he feels they are on the same level as that of the Board of Supervisors since they are elected officials.

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Mr. Stuck stated that for the last few years the staff has tried to make the budget process more logical and based on fact and has been requiring more submittals from the offices. He stated the Constitutional Officers have been participating in the process, and it has worked very well. The Constitutional Officers in York County feel they are a part of the organization, and there are very few problems in terms of the relationship between them and the County staff. Mr. Stuck stated he would be happy to provide the Board with the Constitutional Officers' budget requests.

Discussion followed concerning the budget submittals of the newly elected Constitutional Officers.

Mr. Stuck noted that both Sheriff Diggs and Mrs. Jenkins had discussions with Financial and Management Services concerning some changes to the submittals of their predecessors, and in some cases they were accommodated.

Mr. McReynolds indicated that staff is far enough into the process to know what the major initiatives are that have been discussed, and unless there is a major change in revenues, their requests cannot be fit in, and they are aware of that fact.

Miss Rapp stated she had told the Constitutional Officers to get their information to the County as soon as possible, and she encouraged them to lobby the General Assembly for more funding.

Mr. Stuck noted that although the budget is a complex document, it is not difficult. He stated he and the staff are dedicated to making happen whatever it is that the Board wants to happen. To the extent the Board can decide what its priorities are and relay that to staff, staff can figure out how to fund the requests in a way that does the least long-term impact or has the best overall impact on the County.

**SCHEDULING OF JOINT MEETINGS WITH THE INDUSTRIAL DEVELOPMENT AUTHORITY, THE SCHOOL BOARD, AND THE PLANNING COMMISSION**

After a brief discussion, the Board directed that joint meetings be scheduled with the IDA and the School Board on a Monday as soon as possible, and that a joint meeting with the Planning Commission be scheduled as soon as possible after the budget is adopted.

Meeting Adjourned. At 8:30 p.m. Chairman Zaremba declared the meeting adjourned sine die.

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Daniel M. Stuck, Clerk  
York County Board of Supervisors

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Walter C. Zaremba, Chairman  
York County Board of Supervisors